

Dedham Public Library
Meeting of the Board of Trustees
Tuesday, August 16, 2011 at the Main @ 7:00 pm

Agenda

1. Public/staff input
2. Minutes of the July meeting
3. Financial report
4. Director's report
5. Old Business
 - a. Long range plan update
 - b. Layoff policy
 - c. Administrative assistant update
 - d. School library collaboration update
6. New Business
 - a. Director search procedure
 - b. Dedham Square Circle proposal
7. Executive session

DPL TRUSTEES MEETING MINUTES	
AUGUST 16, 2011, MAIN LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Brad Bauer, Michael Chalifoux, Rebecca Peluso, Rachel Tuerck

**1. PUBLIC INPUT:
DISCUSSION:**

The Dedham Square Circle would like to host a gala at the Main on Saturday, November 5th, 6-8pm. Mr. D'Amico said he would have to ask the Town Administrator and fire chief to make sure there were no capacity or liability issues. Mr. Chalifoux made a motion to approve the gala, as long as there were no issues with occupancy and liability. Ms. Tuerck seconded; the motion passed.

There was a question on qualifications and the search process for new director. Mr. D'Amico answered it was a work in progress. Lisa Ingemi mentioned that some members of the staff were concerned with Saturday openings at the Main, since one person is on extended leave, it makes a thin staff even thinner, and she is concerned about building closings.

Cecilia Butler asked if it was possible to get the agenda from the town website in the future.

June Doe, the Superintendent of the schools came to say thank you for the shared books for the school libraries. Ms. Lambert said that the MLN wanted the DPL to pay a license fee for the middle school as a new branch. In the meantime, the books are inventoried but not in the MLN system. Mr. Bauer said the process needs to be fixed, the books need to be in the MLN system, and the library can't wait until

November to get answers from the MLN.

CONCLUSION:

ACTION ITEM	OWNER	DEADLINE
Check with TA and Fire about Gala at the Main	Mr. D'Amico	9/12/11
Ask for agenda to be put on town website	Mr. D'Amico	A few days before 9/12/11
Follow up with the MLN to find a workable solution for the school/library collaboration	Ms. Tuerck	9/12/11

2. MINUTES OF 7/11/11 MEETING and 7/13/11 Executive Meeting (8:00pm):

Motion to accept the minutes made by Mr. Bauer, seconded by Ms. Peluso. The motion passed. The board asked that the minutes from June 16th Executive Session be taken off of the library web site.

**3. FINANCIAL REPORT:
DISCUSSION:**

There was no financial report prepared. Ms. Lambert expressed frustration and confusion about how to categorize bills. She said that in July the DPL paid: about \$84,000 in salaries, \$0 in overtime, MLN \$38,019 subscription fee, and \$13,477 in books.

5. DIRECTOR'S REPORT: (see attached)

DISCUSSION:

MBLC data from the previous year: holdings up 5.9% but circulation down 6%, the data from the MBLC is not public yet.

Staff is thin while staff members take vacation and one person will be taking an extended leave through the FMLA.

Counters: The counter at the Main stopped working after two

months; new batteries were installed and manufactured notified; if they fail again, we will get a new unit. John going to check on them daily; Walter to get numbers on the first. Joe suggested checking on the counters as part of the Building Opening & Closing procedures. About 32 people per hour at the Main so far, and we should get numbers for Endicott next month.

The board needs to bid for Capital Projects \$43,000 to repair concrete ramps and stairs outside of the Main.

Need to confirm with town hall which account will pay for pages

There was a mix up at town hall with the library's green sheets; Ms. Lambert handed over bills and a blank ARIS report for the board to complete.

CONCLUSION:

ACTION ITEM	OWNER	DEADLINE
Straighten out green sheets and chart of accounts with town hall, and how to arrange pages to be paid from state aid fund.	Brad Bauer	9/12/11
Add checking the counters to the daily opening/closing procedures	Ms. Lambert	9/12/11

6. OLD BUSINESS:

DISCUSSION:

Mr. Keegan has a copy of the strategy proposal from Mike; Mr. Keegan should be able to review it soon.

Hiring/Termination Policy: needs to be completed by Rachel & Becky
 11 people have applied for admin assistant position; 2 trustees and TA and Assistant Town Administrator will give input, possibly Ms. Lambert as well.

Privacy issue update from MLN President Ms. Leona Cole: they reviewed the MLN privacy policy and decided to keep it the same.

ACTION ITEM	OWNER	DEADLINE
Follow up with Mr. Keegan	Mike Chalifoux	9/12/11
Hiring & Firing Policy	Rachel Tuerck and Becky Peluso	9/12/11
Interviews for admin position	Brad Bauer and Joe D'Amico	9/12/11

7. NEW BUSINESS (8:37PM)

DISCUSSION:

Director search procedure

Reconsider Saturday opening Ms. Peluso through December will be Endicott; Ms. Tuerck seconded. The motion passed.

Vacation policy - needs to be addressed and formalized in the future

ACTION ITEM	OWNER	DEADLINE
Have separate meeting for director search procedure	All Trustees	9/12/11
Gather vacation policy information and sample vacation policies; add to agenda for next meeting	All trustees	9/12/11

8. EXECUTIVE SESSION (9:15PM):

Ms. Peluso made the motion to enter into Executive Session for reason 3, seconded by Mr. Bauer and the motion passed. Motion to exit out of Executive Session was made by Ms. Peluso, seconded by Ms. Tuerck. The motion passed.

9. NEXT MEETINGS:

The next Trustee meeting is scheduled for Monday, September 12th at 7:30pm at Endicott. Tuesday, October 18th at 7:30pm at the Main. Ms. Peluso made the motion to adjourn, Mr. Chalifoux seconded it, and the vote passed. The meeting adjourned at 10:05pm.

ATTACHMENTS:
1. Agenda (Joe D'Amico)
2. Director's Report
3. Events for July
4. Events for August

Respectfully submitted,

Rachel Tuerck, Secretary

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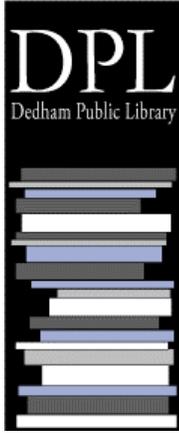
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Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.
Dedham, MA 02026
781.751.9284
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rebecca Peluso
Rachel Tuerck



Dedham Public Library

Massachusetts. Minuteman. You.

Patricia A. Lambert
Director
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Board of Library Trustees
August 16, 2011
43 Church Street

The Middle School has received the first installment of on-loan materials from the Library. There is an inventory and we will receive circulation numbers. This material and circulation numbers will be included in the fy13 State Aid forms.

The sidewalk on Church Street has been evaluated by the DPW and is new concrete will be poured at a later date.

I have submitted the first section of the annual Library data as required by the Massachusetts Board of Library Commissioners. The first section details the holdings and circulation data for FY 2011.

Staffing continues to be challenging. One staff member is out and is not expected to return before mid-October.

Please see attached for programming as requested at the July meeting

The Board needs to put out proposal for the capital project involving the handicap access and the re-pointing of the front stairs.

DPL EVENTS CALENDAR - AUGUST 2011

Weekday	Date	Library	Room	Reserved for
Mon	8/1/11	Main	History	Pinata
		Main	History	Cupcake Decorating
		Endicott		
Tues	8/2/11	Main		
Wed	8/3/11	Main	History	Pinata
		Main		Authors Night
		Endicott		
Thurs	8/4/11	Main		Sarah Gardner - Preschoolers
		Endicott		
Fri	8/5/11	Main	History	Pinata
		Endicott		
Sat	8/6/11	Main		
		Endicott		Bead Craft Program
Mon	8/8/11	Main	history	DMS
Tues	8/9/11	Main		
		Endicott		
Wed	8/10/11	Main		
		Endicott		
Thurs	8/11/11	Main		Teddy Bear Picnic - Endicott Estate
		Endicott		
Fri	8/12/11	Main	History	Wee Hands (Sign Lang Demo)
		Endicott		
Sat	8/13/11	Main		
		Endicott		
Mon	8/15/11	Main		
		Endicott		
Tues	8/16/11	Main		
		Endicott		
Wed	8/17/11	Main	History	Foreign Language Storytime
		Main	History	SR Finale (in case of rain)
		Endicott		
Thurs	8/18/11	Main		
		Endicott		

Fri	8/19/11	Main		
		Endicott		
Mon	8/22/11	Main		
		Endicott		
Tues	8/23/11	Main	history	Isaiah ministry
		Endicott		
Wed	8/24/11	Main		
		Endicott		
Thurs	8/25/11	Main		
		Endicott		
Fri	8/26/11	Main		
		Endicott		
Sat	8/27/11	Main	history	
		Endicott		
Mon	8/29/11	Main	history	
		Endicott		

tues	8/30/11	Main	history	Tracey Hynes
		Endicott		

Wed	8/31/11	Main	history	Estate Planning Info
		Endicott		



contact	from	to	# of people	requests
Carolyn	2:00 PM	3:30 PM	10	
Carolyn/Pat	6:30 PM	8:00 PM	25	
Carolyn	2:00 PM	3:30	10	
Nick landolo	7:00p	8:15		none
Pat	10:00 AM	11:30	40	
Carolyn	2:00PM	3:30	10	
Pat/Carolyn	2:00	3:30	12	none
Kim Rutherford	6.3	7.3	6	
Pat	10:00	12:00	200	
Pat/Carolyn	10:00	11:30	30	Room Set-up
Pat	10:00	11:30am	20	Room Set-up
Pat	6:00pm	8:00pm	80	Room Set-up

Dedham Square Circle Fall Party

Date: Saturday, November 5, 2011

Location: Main Library, 43 Church Street, we'd use the main reading room, the check in area, the downstairs children's area and bathrooms upstairs and down

Event: Cocktails (wine and beer) and passed hors d'oeuvres plus an auction all to take place in the reading room

Expected number of guests: 200

Time: Ideal event time would be 6:00 to 8:00, depending on when we could get into the library to set up in the main reading room

Flow: guests would arrive at the library starting at 6pm. The two trees in front of the library would be decorated with white lights. The guests would enter and have their coat taken downstairs by a coat check. The guests proceed up the stairs to the check in area at the main check in desk -- in that area there would be a solo jazz musician playing. Guests would then proceed to the right to the main reading room -- the party room -- which would have two clusters of 3 high top tables. Table cloths would cover the tables as well as any immovable bookshelves in the main reading room and décor would be placed on top of these table cloths. The three book shelves in the east end of the adjacent room would be used for stationery hors d'oeuvres and a bar.

Half way through the party there would be an auction to raise money for the Dedham Square Circle.

Parking: We would request the availability of the County lot behind 619 High Street for free parking, not too far from the library and we would specify that in the invitation

Liquor License: We would request a one day liquor license from the Selectmen

Set Up: We'd want to get into the library Thursday the 3rd during the day to set up lights we'd want to use to create ambiance for the event. Our plan is to use as little of the existing overhead lighting as possible and obtain lighting from multiple strands of white Christmas lights.

Caterer: We're probably going to use the experienced caterer from Westwood, Chiara whom I've worked with before. We'll have two bartenders both of whom have liquor liability insurance. The plan is for the caterer to use the Children's room in the basement to set up a preparation area with access to load in from the parking lot. The passers would flow upstairs and down.

The party would end around 9pm.